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Home demonstration agent.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

Off. Ext. Work North and West

Home dem. Sect.

Ext. work with women no. 31

U. S. Department of Agriculture  
and State Agricultural Colleges  
U. S. FED Cooperating.

States Relations Service, Office  
of Extension Work North and West  
Washington, D. C.

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Time Study of Home Demonstration Agent's Work

SEP 28 1921

Name \_\_\_\_\_

Date \_\_\_\_\_

State \_\_\_\_\_

County \_\_\_\_\_

Headquarters \_\_\_\_\_

Travel

- (1) To and from conferences or meetings
- (2) Miscellaneous
- (3) Work on automobile or time spent at garage

		Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Total	
		Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min

Total

Office

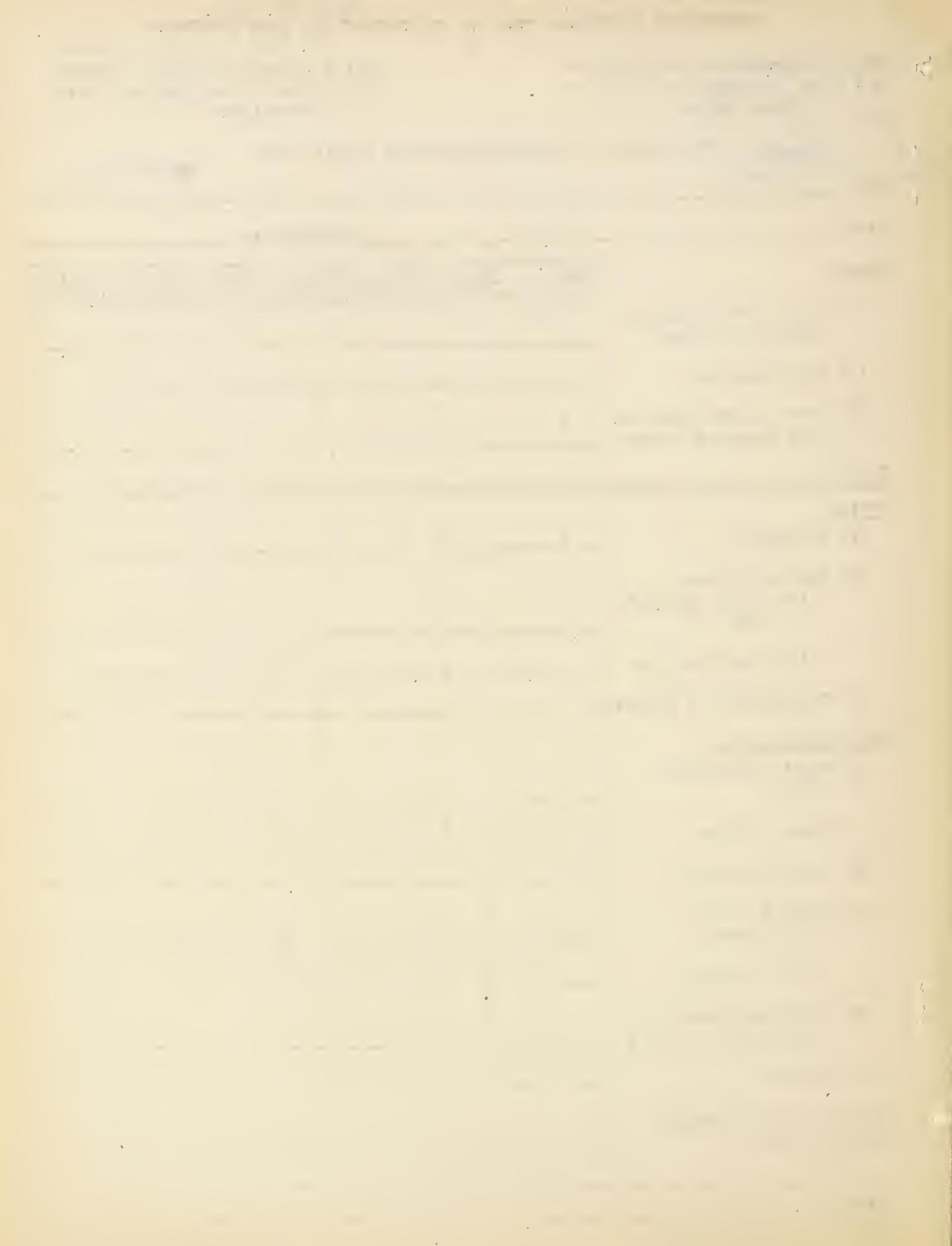
- (1) Telephone
- (2) Correspondence:
  - (a) In re: project work
  - (b) Miscellaneous
- (3) Preparation of reports

Office Conferences

- (1) County extension agents
- (2) State workers
- (3) Federal workers
- (4) Project leaders
  - (a) County
  - (b) Community
- (5) Representatives of cooperative agencies
- (6) Others

Preparation of material  
for field work

Total



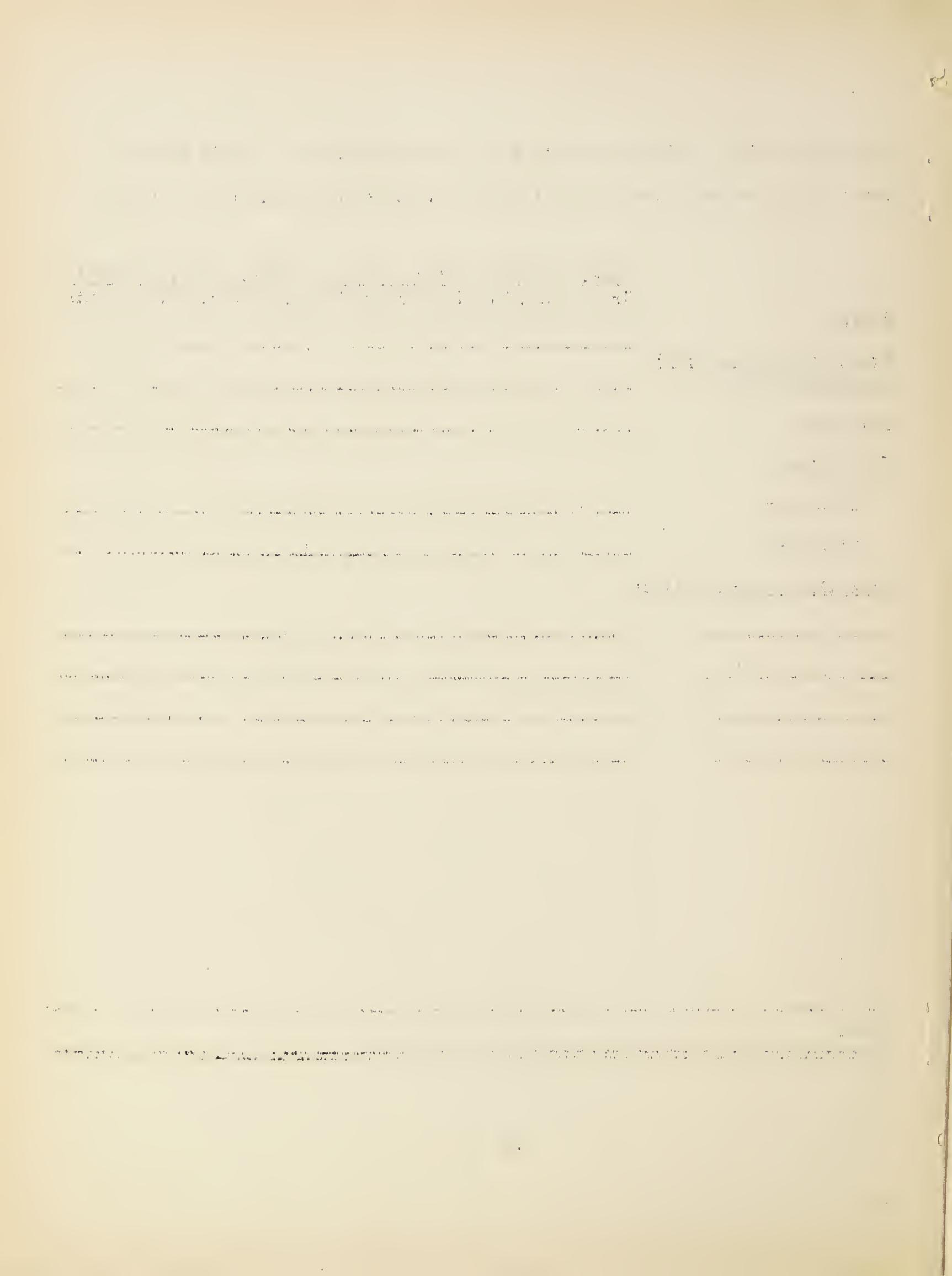
	Mon.		Tues.		Wed.		Thur.		Fri.		Sat.		Total	
	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min
FIELD WORK:														
<u>Meetings</u>														
(1) Training classes for leaders														
(2) Project work														
(3) General														
<u>Field conferences</u>														
(1) Project leaders														
(a) County														
(b) Community														
(2) Supervision of home demonstrations														
(3) Representatives of cooperative agencies														
(4) Miscellaneous														
<u>Work on fairs, exhibits, etc</u>														
<u>Assisting at meetings of cooperative agencies</u>														
<u>Total</u>														
<u>Publicity material</u>														



Analysis of Time of Office Assistant in Home Demonstration Agent's Office

Note: If any of this work is done by agent, indicate by a star in time column.

	Mon.		Tues.		Wed.		Thur.		Fri.		Sat.		Total	
	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min
<u>Filing</u>														
<u>Preparation of material for publication</u>														
<u>Telephone</u>														
<u>Typewriting</u>														
(1) Letters														
(2) Reports														
<u>Miscellaneous work (list)</u>														
<u>Total</u>														



DATA NEEDED FOR CORRECT INTERPRETATION OF STUDY

Date work was introduced in the county \_\_\_\_\_

Was there any period when work was discontinued; if so, how long was the county without an agent? \_\_\_\_\_

Date when present agent began work in the county \_\_\_\_\_

How many communities do you recognize in the county? \_\_\_\_\_

How many are organized for home demonstration work? \_\_\_\_\_

What date was work on community programs begun? \_\_\_\_\_

How many community organizations are working under a program of work? \_\_\_\_\_

Have you a county program of work? \_\_\_\_\_ If so, attach a copy.

Have you a year's calendar of work? \_\_\_\_\_ If so, attach a copy.

What clerical help have you? \_\_\_\_\_

Office

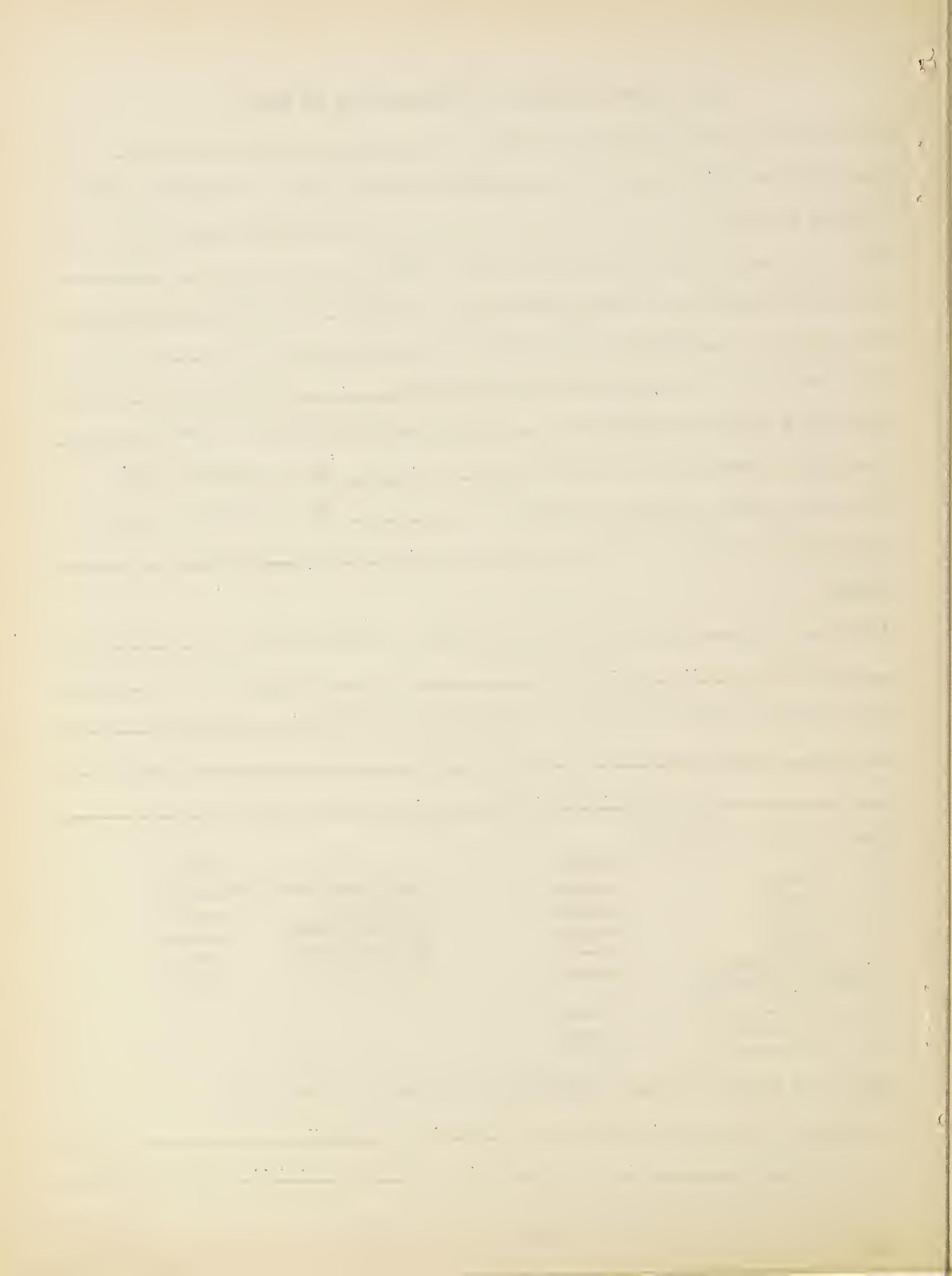
If office is shared with others, is arrangement satisfactory? \_\_\_\_\_

How is office material other than correspondence filed? \_\_\_\_\_

List of office equipment:

	Number		Number
Desks	_____	Multigraph machines	_____
Tables	_____	Book cases	_____
Files	_____	Bulletin cases	_____
Maps	_____	Addressograph	_____
Typewriters	_____	Card indexes	_____
Other equipment:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

How do you record your daily activities? (Attach any forms used)



Attach any forms used for records of results of work done by others than yourself.

Who compiles data for reports? \_\_\_\_\_

How many days per week do you work? \_\_\_\_\_

What is the average number of hours in your work-day, including travel time to and from meetings? \_\_\_\_\_

Do you have days or parts of days set aside for the following; if so, give day and time allowed for each?

1. Report making \_\_\_\_\_
2. Receiving office calls \_\_\_\_\_
3. General office work \_\_\_\_\_
4. Preparation of subject matter for field work \_\_\_\_\_

List county and local organizations with which you have cooperative plans of work:

Do you have automobile for your exclusive use? \_\_\_\_\_ If not, what means of transportation have you? \_\_\_\_\_

What methods have been most effective in making for efficient use of your time?

How typical of the year is the report of this month's work? \_\_\_\_\_

Would you be willing to make another such report in one of the spring months and again in the summer in order that a fairly complete knowledge be secured of the time schedule in your county? \_\_\_\_\_

